

Juvenile Justice & DCS Facilities

Process Description Document

Prepared by:

**Department of Children's Services
Office of Information Systems**

JUVENILE JUSTICE & DCS FACILITIES

Process Description

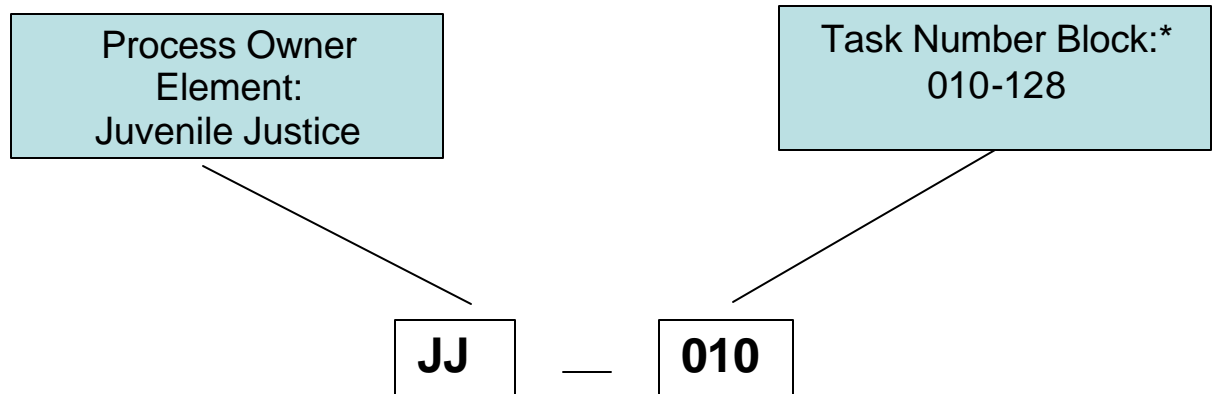
Prepared by: DCS Office of Information Services



Process Element Definitions

Task: A unit of work to be completed that is part of the overall process.

Task naming convention:



Task Owner: Indicates the person/group that is responsible for performing the task.

Participants: Individuals and organizations that are actively involved in the process/task, or whose interests may be positively or negatively affected as a result of process execution or process completion.

Inputs: Entry information used specifically to assist in accomplishing the task for which it is aligned. The same input might be applied to multiple tasks.

Performance Metric: A quantitative measurement to assess the task's success or desired/expected outcome.

Performance Steps: The series of steps necessary to accomplish the given task in such manner that it meets the performance metric provided.

Outputs/Deliverables: The deliverables produced from performing the given task using the input information, standard and performance steps to accomplish the outcome.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Process Description

Process Name : Juvenile Justice Process & DCS Facilities Process

Process Manager: Steve Hornsby, Deputy Commissioner, Juvenile Justice
Ted Martinez, Executive Director, Juvenile Justice

Process Description: **Juvenile Justice** refers to the population of youth served by the Department of Children's Services who have been adjudicated of a delinquent offense in a Tennessee court. Once the court has rendered a disposition for the youth, DCS may become involved in one of four primary areas of activity:

- **Diversion** – Currently occurs in a small number of counties. For first time offenders on a minor delinquent charge, court can decide to place youth in diversion, which is similar to probation, in that the court will place the youth under the supervision (not custody) of DCS for a specific amount of time. If during that time the youth complies with court order and rules of diversion set by DCS and commits no other offenses, court will release youth from diversion and expunge the charges from the youth's record.
- **Probation** – Court may decide to place a youth on probation if the youth has been in front of the court with minor delinquent offenses on multiple occasions. Probation is normally ordered for a specific amount of time and during that time there is regular contact between youth and DCS Family Service Worker to monitor progress.
- **Custody** – Court may decide to place the youth in the physical custody of the DCS if the youth has committed a serious delinquent offense OR if a youth has committed multiple minor offenses and court does not feel probation will be appropriate/effective for the youth. Youth who are committed to DCS custody will be placed in a correctional facility or other residential setting as determined by the department.
- **Aftercare** – This program involves youth who have been in the physical custody of DCS and have

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



completed their sentence and/or treatment program and are ready to return to their community. (similar to 'parole')

DCS Facilities process refers to the DCS Division of Treatment Facilities that serves children in a variety of areas such as delinquent offenses and dependent/neglect commitments. The Department operates four youth development centers and twelve Community Residential Program homes. This division is responsible for overseeing the day-to-day operations of the facilities while providing treatment and rehabilitation to children committed to state custody by the juvenile court. The programs and services provided by this Division represent a continuation of services provided for children/youth in need of residential placement.

- The Department's four **Youth Development Centers** are state-operated, hardware-secure, residential facilities that provide treatment programs for delinquent youth ages twelve to nineteen. All students participate in a classification and orientation program. Based on the results of this evaluation, an individualized program plan (IPP) is developed for each child. Objectives are developed to assist in the development of skills which allow the student to move to a less restrictive setting as soon as possible.
- The Department of Children's Services operates nine community residential program homes throughout the state. These minimum-security homes have residential programs in place that are designed for youth who, through evaluation, have been determined to be appropriate for community placement. The primary focus is to provide a structured program, which includes academics, community involvement and an individual program plan. All youth are afforded the opportunity to reintegrate into their home community through the provisions of counseling services, education and, in some cases, community service or actual work experience.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- The Observation and Assessment Center is the sole observation and assessment center operated by Department of Children's Services. Located in Johnson City, TN, the Center serves the eight (8) counties of the NE TN region. The center has the capacity to assess 16 adjudicated delinquent male juveniles at a time. The pre-dispositional assessments offer recommendations to the respective juvenile courts for specific treatment needs that are imposed during the juvenile's dispositional hearing. The Center offers on-site educational services, case management services, individual, group and family counseling, secure transportation, and independent living skills. Use of contractual resources as well as community support through approved volunteers is utilized for additional facilities services. The average length of stay for the residents is approximately 40 days.
- Peabody Residential Treatment Center is designed to provide a full array of treatment services in a residential setting for dual diagnosed adolescent males with a primary diagnosis of mild mental retardation. The capacity of this program is eight students. The program emphasis is helping each student develop more appropriate social skills and becoming better equipped to function in the community. This objective is realized through group and individual therapy and day-to-day reinforcement of positive behavior.

Process Participants:

DCS Court Liaison
DCS Team Coordinator
DCS Team Leader
DCS Family Service Worker
Child & Family Team
Regional Administrator
DCS Commissioner
Facility Classification Supervisor
Residential Case Manager

- Treatment Team
- RCM
- Security Representative
- Educational Representative

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- Medical Representative
- Mental Health Representative
- Placement Services Division Unit
- Youth Services Officer
- Juvenile Court/Judge
- Transportation Unit
- TN MCC Contractor
- Child Welfare Benefits Worker
- DCS Nurse
- Education Specialist

Associated Documentation:

Assessment

Individual Program Plan (CS-0582)

Individual Program Plan Monthly Review (CS-0388)

Individual Program Plan Quarterly Review (CS-0225)

Permanency Plan (CS-0577)

Facility Face Sheet (CS-0060)

Facility Release Dates for Youth Commitment Reduction Credits Monthly Report (CS-0005)

Rules of Aftercare (CS-0012)

Rules of Probation (CS-0043)

Classification Report Cover Sheet (CS-0226)

Community Risk Assessment (CS-0659)

Community Services – Youth on Community Supervision (CS-0581)

Discharge (CS-0046)

Determinate Commitment Release Notification (CS-0004)

Monthly Recording (CS-0155)

Notice of Staffing (CS-0192)

Notification of Equal Access to Programs (CS-0158)

Notification of Program Transfer (CS-0309)

Notification of Proposed Home Placement (CS-0041)

Release Notification (CS-0149)

Release to Home Placement (CS-0130)

Transportation Request (CS-0351)

Trial Home Visit Authorization (CS-0568)

Violation Report (CS-0156)

Supporting Policy:

DCS Policy Chapter 11:

11.03, 11.04, 11.05

DCS Policy Chapter 12:

12.01, 12.04, 12.08, 12.09, 12.10, 12.12, 12.13, 12.14, 12.15.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



DCS Policy Chapter 13:

13.01, 13.02, 13.03, 13.04, 13.06, 13.08, 13.09, 13.12, 13.23,
13.26, 13.27, 13.30, 13.31

DCS Policy Chapter 16:

16.31, 16.32, 16.33

DCS Policy Chapter 18:

18.01, 18.04, 18.10, 18.11, 18.32, 18.33, 18.34, 18.35, 18.37

DOE 18.12, 18.13, 18.14, 18.15, 18.16, 18.18, 18.21, 18.22,
18.23, 18.24, 18.25

DCS Policy Chapter 31:

31.14

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Task (JJ-010): Court Intake (Juvenile Justice)

Task Owner: Family Service Worker

Participants: Family Service Worker, Team Leader, Court staff, CFT members, DCS Legal, Child & Family

Inputs: Referral from court regarding a delinquent youth offender.

Performance Steps:

1. Juvenile Justice process initiates at Juvenile Court.

Outputs/Deliverables:

- Court Hearing

Task (JJ-020): Juvenile Court Adjudicates Youth on Delinquency Charge.

Task Owner: Juvenile Court/Judge

Participants: Juvenile Court/Judge, Youth Service Officer, DCS Court Liaison

Inputs: Youth has committed a delinquent offense as defined in Tennessee Code Annotated. Judge adjudicates youth as 'Delinquent.'

Performance Steps:

1. Youth appears in court on delinquent charges.
2. Judges reviews charges and other information; adjudicates youth.

Outputs/Deliverables:

- Court Order

Task (JJ-030): Pre-Dispositional Report Required?

Task Owner: Judge

Participants: Judge, Youth Service Officer, DCS Court Liaison

Inputs: Not enough information for judge to immediately enter a disposition for youth.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Performance Steps:

1. Judge reviews petitions, youth's existing juvenile record and other available information.
2. If not enough information available to make a disposition, judge orders DCS to complete a pre-dispositional report.

Outputs/Deliverables:

- Court Order

Task (JJ-031): DCS Provides Pre-Dispositional Report

Task Owner: DCS Family Service Worker

Participants: Judge, Youth Service Officer, DCS Court Liaison, DCS Team Coordinator/Team Leader, DCS Family Service Worker

Inputs: Court orders/asks DCS to provide report to court prior to making a disposition ruling on a youth.

Performance Steps:

1. Judge orders/requests Pre-Dispositional Report from DCS; includes time-frame/due date.
2. Youth Service Officer gives formal documented request to DCS Court Liaison.
3. DCS Court Liaison forwards request to county Team Coordinator/Team Leader.
4. Team Coordinator/Team Leader assigns the request/task to a Family Service Worker based on rotation and/or availability. (some counties have only 1 JJ Family Service Worker).
5. Family Service Worker gathers information for the report. Use the same form on which Comprehensive Assessment is written, but add recommendation to the court to the end of the document.
6. Family Service Worker meets face to face with child & family and any applicable collateral contacts such as neighbors, school personnel, relatives, etc.
7. Develop and document recommendations to court.
8. Team Leader reviews recommendations.
9. Send completed report to Youth Service Officer and obtain court review date.
10. Family Service Worker or court liaison to present report to judge in court.

***This step represents the beginning of the Comprehensive Assessment for a youth entering system for the first time, or the continuation of the Comprehensive Assessment if youth has previous history or is currently active in the system. This Comprehensive Assessment includes the YLS/CANS type tool.*

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Outputs/Deliverables:

- Pre-Dispositional Report (Comprehensive Assessment)
-

Task (JJ-040): Juvenile Court Makes Disposition

Task Owner: Juvenile Court/Judge

Participants: Juvenile Court/Judge, Youth Service Officer, DCS Court Liaison

Inputs: Youth's existing juvenile record, current charges, Pre-Dispositional Report provided by DCS

Performance Steps:

1. Judge reviews available information and renders a disposition.
 2. Court/Youth Services Officer documents disposition on court order.
 3. If Disposition is Probation or Diversion, the court order will include specifics regarding restitution the youth has to pay, community service hours youth must serve, as well as rules related to curfew, school attendance and employment. Order may also recommend assessments for the youth based upon the type of charges.
 4. If Disposition is Court Probation, no DCS involvement needed, no action required.
 5. If Disposition is DCS Custody, the court order will contain information related to whether the custody will be Determinate (specified time sentence) or Indeterminate (unspecified time sentence)
 6. Court order delivered to DCS Court Liaison by Court/Youth Services Officer.
-

Outputs/Deliverables:

- Court Disposition/Order
-

Task (JJ-041): No DCS Action Req'd.

Task Owner: Juvenile Court/Judge

Participants: Juvenile Court/Judge, Youth Service Officer, DCS Court Liaison

Inputs: Juvenile Court Judge makes a disposition ruling on youth that does not involve services or supervision provided by DCS.

Performance Steps:

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



1. If juvenile court enters a disposition that relieves DCS from any responsibility for services or supervision of the youth, no case is opened.

Outputs/Deliverables:

- Court Disposition/Order

Task (JJ-050): Court Liaison collects intake information/comprehensive assessment begins/resumes.

Task Owner: DCS Court Liaison

Participants: DCS Court Liaison, DCS Legal, Placement Services Division

Inputs: Youth has committed a delinquent offense as defined in Tennessee Code Annotated. Judge adjudicates youth as 'Delinquent.'

Performance Steps:

1. Court Liaison notifies county office and DCS Legal of new custodial youth.
2. Court Liaison or county office notifies Placement Services Division of need for placement.
3. Court Liaison meets with youth/family at court to gather information and fill out required paperwork
 - a. IV-E paperwork
 - b. Release of Information
 - c. TennCare forms; insurance information
 - d. Medical/Dental information
 - e. School records
4. Court Liaison forwards gathered information to the Placement Services Division and county office.

****Note:** Information gathered during this task marks the beginning of the Comprehensive Assessment (YLS/CANS) for those youth without a pre-dispositional report.

Outputs/Deliverables:

- Court Order
- IV-E Forms
- Release of Information
- TennCare/Insurance forms

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- Medical/Dental Records
- School Records

Task (JJ-060): Family Service Worker Assignment

Task Owner: County Team Coordinator/Team Leader

Participants: Court Liaison, County Team Coordinator and/or Team Leader.

Inputs: Order from court containing disposition and specified tasks/rules for youth.

Performance Metric: Youth's case is assigned to a Family Service Worker in the county who will be responsible for all case management activities throughout the life cycle of the case/episode.

Performance Steps:

1. DCS Court Liaison sends court order to county Team Coordinator/Team Leader.
2. County Team Coordinator/Team Leader assigns the case to a Family Service Worker. (Worker is selected either on a rotation basis, by previous involvement/assignment with the youth, by number of existing assignments, etc.)

Outputs/Deliverables:

- Family Service Worker assigned; responsibility for case established.

Task (JJ-061): CFTM: Case Planning/On-going Assessment

Task Owner: DCS Family Service Worker

Participants: DCS Family Service Worker, CFT Members

Inputs: Order from court containing disposition and specified tasks/rules for youth, DCS policy/procedures for probation case management.

Performance Steps:

1. Family Service Worker schedules Child & Family Team Meeting.
2. Family Service Worker notifies youth/family of meeting
3. Family Service Worker notifies Team Leader of meeting.
4. Family Service Worker notifies Youth Services Officer of meeting.
5. Family Service Worker prepares information to be discussed at CFTM (Court order, previous history, Comprehensive Assessment, CANS/YLS, etc.) Works with facilitator to prepare if FSW not certified to facilitate.
6. Family Service Worker (or CFTM Facilitator if CM not certified) facilitates CFTM.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



7. Discuss Rules of Probation, review status of youth since disposition, determine level of supervision needed.
8. Develop/document Individual Program Plan; include tasks for Youth and Parent(s), if applicable.
9. Youth/Family acknowledge and sign the rules of probation.**Note: This may have already been done by the court liaison on the day of the disposition hearing. If already completed, Family Service Worker still reviews/discusses the rules of probation with youth & family to ensure they understand.
10. Document the CFTM within 30 calendar days of the contact. (Refer to DCS Policy 31.14 for format and content description.)
11. Family Service Worker, Team Leader, Youth and Parent/Guardian must sign the IPP. Provide youth/family copy of the signed IPP.
12. Identify service needs and link youth/family with resources
13. ***Refer to the process map and document for On-going Assessment/Case Planning for details regarding the tasks/activity involved in the On-going Assessment and Case Planning Process.***

Outputs/Deliverables:

- Contact documented in Case Recordings.
 - Update Comprehensive Assessment
 - Rules of Probation
 - Individual Program Plan
 - Referrals for services
-

Task (JJ-062): Family Service Worker Contacts Youth/Family according to Supervision Level

Task Owner: DCS Family Service Worker

Participants: DCS Family Service Worker

Inputs: Rules of Probation, Individual Program Plan, DCS Policy 13.01

Performance Metric: Compliance with policy regarding youth/family contacts appropriate for supervision level; monitor progress of youth/family towards IPP task completion and compliance with Rules of Probation.

Performance Steps:

1. For Supervision Level equal to 'Maximum', Family Service Worker completes at least three (3) face-to-face contacts each month, one (1) face-to-face contact with primary

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



caretaker each month, and one (1) school visit during first 30 days of probation episode. After the first 30 days, school visits on an as needed basis, though regular school visits are encouraged. Of the face-to-face contacts with youth/caretaker, at least one monthly visit must be at the family home.

2. For Supervision Level equal to 'Medium', Family Service Worker completes at least two (2) face-to-face contacts each month, one (1) face-to-face OR telephone contact with primary caretaker per month, monthly phone call to any service providers involved with the youth/family, and school visits as needed. Of the face-to-face contacts with youth/caretaker, at least one monthly visit must be at the family home
3. For Supervision Level equal to 'Minimum', Family Service Worker completes at least one (1) face-to-face visit each month, one (1) face-to-face OR telephone contact to be made with primary caretaker each month, one (1) home visit to be made every three months (quarterly), school visits as needed.
4. Verify progress of youth/family in IPP task completion and compliance with Rules of Probation.
5. Continue to develop Comprehensive Assessment.
6. At any time, Family Service Worker may request a court review of the youth's probation progress (or lack of).
7. Each contact with youth, family, service providers or other involved in youth's case is documented within 30 calendar days of the contact. (Refer to DCS policy 31.14 for format and content specifications.)

Outputs/Deliverables:

- Level of Supervision
 - Updated Comprehensive Assessment
 - Referrals for Service
 - Case recording created for each contact made.
-

Task (JJ-070): Violation of Probation?

Task Owner: DCS Family Service Worker

Participants: Family Service Worker

Inputs: Court Order, Rules of Probation, Individual Program Plan, documentation of youth/family progress from CM contacts and service providers

Performance Steps:

1. Family Service Worker is made aware of youth's violation of Rules of Probation by:
 - a. Discovery during face-to-face visit
 - b. Contact from resource (parent, school, employer, etc.)
 - c. Court (new petition has been filed against youth)

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Outputs/Deliverables:

- None
-

Task (JJ-071): CFTM: Case Planning/On-going Assessment (Probation Violation)

Task Owner: DCS Family Service Worker

Participants: DCS Family Service Worker, Youth/Family, CFT Members

Inputs: Court (Probation) Order, Rules of Probation, Individual Program Plan, documentation of youth/family progress from CM contacts and service providers.

Performance Steps:

1. Family Service Worker schedules Child & Family Team meeting and notifies youth/family and other members about the meeting.
2. Family Service Worker prepares information to be discussed at CFTM. (Court order, previous history, Comprehensive Assessment, etc.) Works with facilitator to prepare if FSW not certified to facilitate.
3. Family Service Worker (or CFTM Facilitator) facilitates CFTM.
4. Discuss Rules of Probation and what violations occurred.
5. If no subsequent petition has been filed, determine whether Family Service Worker should file petition with court for probation violation.
6. Determine if changes need to be made in Supervision Level and IPP.
7. Document changes, if any, to IPP; Family Service Worker, Youth/family must sign revised IPP; provide copies of IPP to youth/family.
8. Document any changes made to Rules of Probation; provide copies of Rules of Probation to youth/family.
9. File petition in court, if applicable. (Consult with DCS Legal.)
10. Document CFTM results within 30 days of meeting.
11. ***Refer to the process map and document for On-going Assessment/Case Planning for details regarding the tasks/activity involved in the On-going Assessment and Case Planning Process.***

***Note: Rules of Probation and changes to Supervision Level can be done by the Family Service Worker outside the context of a CFTM, but doing so in the context of the CFTM is recommended.

Outputs/Deliverables:

- Petition
- Revised Rules of Probation

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- Revised IPP

Task (JJ-072): Petition Filed?

Task Owner: Family Service Worker

Participants: Family Service Worker

Inputs: Determination from CFTM, or from Family Service Worker, that probation violation may warrant the filing of a petition with the court.

Performance Steps:

1. Family Service Worker, and CFT members if applicable, determine that a petition needs to be filed.
2. DCS Legal should have the opportunity to review any documentation prior to its presentation to the court.
3. Family Service Worker files petition with Juvenile Court.
4. Petition is heard by the court.
5. Repeat tasks JJ-010 thru JJ-040.

Outputs/Deliverables:

- Petition

Task (JJ-063): Quarterly Individual Program Plan Review (CFTM)

Task Owner: Family Service Worker

Participants: Family Service Worker, Youth, Family, and other members of Child & Family Team

Inputs: Individual Program Plan

Performance Metric: All Family Service Workers shall complete a quarterly evaluation for each delinquent youth on probation per DCS Policy 13.8. A recommendation for, or against discharge from supervision shall be made in these quarterly reports. Quarterly reviews should begin three months from the disposition hearing and continue every three months thereafter until the youth's probation episode ends.

Performance Steps:

1. Family Service Worker schedules a quarterly IPP review with youth/family.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



2. Family Service Worker makes recommendations for or against continued supervision of youth.
3. Family Service Worker may make revisions to the Individual Program Plan if needed; youth/family must sign the revised IPP and Family Service Worker provides copies to youth/family.
4. Family Service Worker schedules a quarterly IPP review with youth/family. **Review can take place during one of Family Service Worker's monthly contacts.
5. Family Service Worker makes recommendations for or against continued supervision of youth.
6. Family Service Worker may make revisions to the Individual Program Plan if needed; youth/family must sign the revised IPP and Family Service Worker provides copies to youth/family.
7. Document Quarterly Review (case recording) within 30 calendar days of the review.
8. If CFT members determine youth is to be ready for discharge, Family Service Worker prepares the Discharge Summary and Discharge letter (CS-0046).
9. Family Service Worker establishes a discharge date; discharge date must be set so as to provide a fifteen (15) day notice of the discharge to the committing court.
10. Family Service Worker must submit the Discharge Summary, and the original and two copies of the Discharge Letter to the court/judge who committed the youth to probation (or who have jurisdiction for approval of the discharge).
11. Family Service Worker makes referrals to agencies for on-going services as needed.

Outputs/Deliverables:

- Quarterly Review Summary documentation (currently using form CS-0581 and documenting in case recordings)
 - Revised Individual Program Plan
 - Update Comprehensive Assessment
-

Task (JJ-064): Youth Ready for Discharge?

Task Owner: Family Service Worker

Participants: Family Service Worker, Team Leader, Youth Services Officer, Child & Family Team members, Youth/Family

Inputs: Quarterly IPP review CFTM yields recommendations regarding continued supervision of youth.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Performance Metric: Determination of whether youth is ready for discharge from supervision and probation is made; prepare discharge summary for presentation to court in accordance with **DCS Policy 13.31**.

Performance Steps:

1. If determination is made that youth is NOT ready for discharge, probation supervision continues. Modifications may be made to the IPP or Rules of Probation at this time. Return to task 062.
2. If determination is made that youth IS ready for discharge, proceed to task 065 and preparation of Discharge Summary.

Outputs/Deliverables:

- Discharge Date
- Discharge Summary
- Discharge Letter (original & 2 copies)

Task (JJ-065): Discharge Summary to Court

Task Owner: DCS Court Liaison or Family Service Worker

Participants: DCS Court Liaison or Family Service Worker, Court/Judge, Youth Services Officer

Inputs: Discharge Summary, Discharge Letter

Performance Metric: The Discharge Summary is formally presented in juvenile court before the judge; judge makes the determination whether to approve or deny the discharge of the youth from probation/supervision.

Performance Steps:

1. Youth Services Officer schedules Court Date after receiving Discharge Summary & Letter from Family Service Worker.
2. DCS Legal should have the opportunity to review any documentation prior to its presentation to the court.
3. Family Service Worker or Court Liaison appears in juvenile court on the scheduled date.
4. Family Service Worker or Court Liaison presents Discharge Summary to judge.
5. Judge enters a decision to approve or deny the discharge recommendations.

Outputs/Deliverables:

- Court approval/denial of discharge

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Task (JJ-066): Youth Released from probation; probation case closed.

Task Owner: DCS Court Liaison or Family Service Worker

Participants: DCS Court Liaison or Family Service Worker, Youth Services Officer, Juvenile Court/Judge

Inputs: Discharge Summary, Discharge Letter

Performance Metric: Court approves discharge of youth from probation. Youth is discharged from supervision of DCS and case is closed.

Performance Steps:

1. Juvenile Court/Judge approves the discharge recommendations presented by DCS Court Liaison or Family Service Worker.
2. Judge signs release order.
3. Release order provided to DCS Court Liaison or Family Service Worker.
4. Family Service Worker delivers release order to youth/family.
5. Family Service Worker notifies DCS Legal regarding youth's release.
6. Family Service Worker documents court outcome and family contact.
7. Family Service Worker closes the probation case/episode.

Outputs/Deliverables:

- Release Order
 - Case Closure documented
-

Task (JJ-067): Court Denial of Discharge Recommendation; youth remains on probation

Task Owner: DCS Court Liaison or Family Service Worker

Participants: DCS Court Liaison or Family Service Worker, Team Leader, Youth Services Officer, Juvenile Court/Judge,

Inputs: Discharge Summary, Discharge Letter

Performance Metric: Court denies discharge of youth from probation. Youth continues probation. Family Service Worker continues contacts based on supervision level; case is reviewed on schedule per policy.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Performance Steps:

1. Juvenile Court/Judge denies discharge recommendations presented by DCS Court Liaison or Family Service Worker.
2. Family Service Worker has conference with Team Leader to discuss whether changes in the youth's supervision level are needed; supervision level determined.
3. Family Service Worker resumes contacts with youth/family according to the supervision level determined.
4. Return to task JJ-061.

Outputs/Deliverables:

- Court denial of discharge
-

Task (JJ-080): Placement Services Division locates placement

Task Owner: Placement Services Division

Participants: Placement Services Division, DCS Team Coordinator, DCS Team Leader

Inputs: Court Order for DCS Custody

Performance Metric: Placement resource identified for custodial youth

Performance Steps:

1. Team Coordinator or Team Leader or Family Service Worker contacts Placement Services Division Unit to identify/locate placement for custodial youth.
2. Court order and available child information shared with Placement Services Division Unit.
3. TC/TL/ACM and PSD determine whether secure facility placement (Youth Development Center) needed, based upon nature of youth's offenses and previous court history, if any.
4. If it is determined that a secure facility is needed, Placement Services Division Unit determines if placement is available at YDC in youth's home region. (Task 083 and DCS Facilities Process Map)
 - a. If no placement immediately available at YDC in youth's home region, then Placement Services Division may arrange to place the child in the local county detention center if placement at YDC in home region to be available within 7 days.
 - b. If it is determined that no placement will be available at the YDC in youth's home region in the near future, then Placement Services Division Unit will determine if placement can be made in a YDC outside the youth's home region.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- c. If no placement is available at any YDC, then Placement Services Division Unit will arrange for youth to be placed in county detention until long-term secure placement can be found.
5. If it is determined that a secure facility is NOT needed, Placement Services Division Unit will identify/locate a placement in a DCS Group Home or other community-based program, based upon the youth's treatment needs. (Task 081)
6. For situations where further assessment is needed to determine the proper placement for the youth, the PSD will make a referral to the Reception Center. (Task 082).
7. Once a placement resource has been identified for the youth, Placement Services Division Unit will contact the placement resource and send available information about the youth to the resource.
8. ***Note: Refer to the process map and document for Placement Services Division for details regarding the tasks/activity involved in the Placement Services.***

Outputs/Deliverables:

- Referral
-

Task (JJ-081): Residential Placement Referral

Task Owner: Placement Services Division

Participants: Placement Services Division, DCS Team Coordinator, DCS Team Leader, Resource Home

Inputs: None

Performance Metric: Child/Youth properly placed

Performance Steps:

1. If placement resource accepts the youth, Contract/Service Agreement signed; placement is authorized.
-

Outputs/Deliverables:

- Placement Resource identified
 - Contract/Service Agreement signed; placement authorized
-

Task (JJ-082): Reception Center Referral

Task Owner: Reception Center Classification Supervisor

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Participants: Reception Center Classification Supervisor, Facility Classification Staff

Inputs: Any previous history/assessments for the child/youth

Performance Metric: Youth is classified for referral within 14 days

Performance Steps:

1. Reception Center Staff perform an intensive assessment of the treatment needs for the youth in question.
2. Reception center staff initiate the Comprehensive Assessment
3. Upon completion of all relevant assessments, a CFTM is held to determine the most appropriate placement for the youth.
4. The Placement Services Division staff for the region use the outcome of this CFTM to find a placement for the youth at either a YDC/Group Home or other placement setting as appropriate.

Note: appropriate staffing at the identified placement facility will cover all MR/Special Education needs found during this stage.

Outputs/Deliverables:

- Comprehensive Assessment
- Referral for placement

Task (JJ-083): DCS Facility Referral

Task Owner: Classification Supervisor

Participants: Classification Supervisor, Facility Classification Staff, Residential Case Manager

Inputs: Placement resource identified and authorized by Placement Services Division Unit

Performance Metric: Youth is transported to placement resource and placement is made.

Performance Steps:

1. If placement identified is a DCS Group Home or YDC, refer to tasks FAC 010-144 of the DCS Facilities Process included in this document.

Outputs/Deliverables:

- None
-

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Task (JJ-084): Transport Youth to Placement

Task Owner: Team Coordinator/Team Leader/Family Service Worker

Participants: Team Coordinator/Team Leader/Family Service Worker, Transportation Unit

Inputs: Placement resource identified and authorized by Placement Services Division Unit

Performance Metric: Youth is transported to placement resource and placement is made.

Performance Steps:

1. Team Coordinator/Team Leader/Family Service Worker contacts Transportation Unit to arrange transportation to placement resource for youth.

Outputs/Deliverables:

- Youth transported to placement location
-
-

Task (JJ-085): Family Service Worker meets with family; updates Comprehensive Assessment

Task Owner: Family Service Worker

Participants: Family Service Worker, TN MCC Contractor, CWBW, DHS

Inputs: Medical Information, Educational Information, Behavioral Information, Court History, etc.

Performance Steps:

1. Family Service Worker conducts face-to-face meeting with family.
2. Verify demographic information, gather information regarding youth's educational, behavioral, and medical history.
 - a. Family Service Worker forwards information to the Treatment team for review
 - b. Child receives Comprehensive Assessment, Individuals Program Plan, psychological evaluation, and other evaluations as needed. (**Note:** If youth placed in DCS Facility, this information may be obtained through classification process. See FAC-080.)
 - c. Child attends class according the class schedule. (Classes can be of the following types or combination of types: GED, graduation requirements,

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- special education needs, vocational needs, transitional needs for independent living and/or ELL)
- d. Family Service Worker determines if child is TennCare eligible and notify TN MCC Contractor, CWBW and DHS that the child is going to YDC.

Outputs/Deliverables:

- Updated Comprehensive Assessment
-

Task (JJ-090): CFTM: Case Planning/On-going Assessment

Task Owner: Family Service Worker

Participants: Family Service Worker, Team Leader, Youth/Family, Treatment Team Members

Inputs: Custodial Youth placed in development center or treatment program.

Performance Metric: Initial CFTM convened within 15 days of disposition hearing to develop Comprehensive Assessment, initial Permanency Plan and initial Individual Program Plan. Subsequent CFTMs may be convened to review need for updates to Permanency Plan or Individual Program Plan. CFTM should be convened when determination is to be made for moving the youth to a new placement resource or to address a concern raised by a member of the Child & Family team.

****Note:** For youth placed in facility, this task coincides with task FAC-080.

Performance Steps:

1. Family Service Worker schedules CFTM.
2. Family Service Worker notifies team leader, youth services officer, treatment team, youth/family of CFTM. (Other team members may be identified as well)
3. Attend CFTM; document attendees. (CFTM facilitated by Family Service Worker if qualified; if not, CFTM facilitator to lead meeting.
4. Gather information to begin development of Comprehensive Assessment.
5. Develop (or review/update) Permanency Plan; Family Service Worker, Team Leader, Youth, Parent/Guardian must acknowledge and sign the permanency plan. Youth/Family receive copies of plan.
6. Develop (or review/update) Individual Program Plan; Family Service Worker, Team Leader, Youth, Parent/Guardian must acknowledge and sign the Individual Program Plan. Youth/family receive copies of plan.
7. Identify/document youth's service needs as part of Permanency Plan and Individual Program Plan.
8. Discuss Aftercare as part of reunification plan.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



9. Using available information, determine whether youth has special medical, educational, or behavioral health needs that need to be addressed in treatment during placement
10. Document that CFTM occurred in Case Recordings within 30 days of the meeting, per **DCS Policy 31.14**.
11. FSW documents/updates Permanency Plan.
12. FSW send Permanency Plan to DCS Legal
13. DCS Legal presents Permanency Plan to juvenile court for review and ratification.
14. ***Refer to the process map and document for On-going Assessment/Case Planning for details regarding the tasks/activity involved in the On-going Assessment and Case Planning Process.***

*****Note:** The Permanency Plan and Individual Program Plan should be developed in conjunction with each other. The IPP should contain services/goals for the youth that support the tasks for reaching permanency as documented in the permanency plan.

Outputs/Deliverables:

- Permanency Plan
- Individual Program Plan
- Comprehensive Assessment
- Supervision Level determined
- Update Comprehensive Assessment

Task (JJ-091): Family Service Worker makes required contacts with youth/family

Task Owner: Family Service Worker

Participants: Family Service Worker

Inputs: Supervision Level determined at CFTM; **DCS Policy 13.01, DCS Policy 31.14**

Performance Metric: Compliance with policy regarding youth/family contacts appropriate for supervision level; monitor progress of youth/family towards Permanency Plan/IPP task completion.

Performance Steps:

1. For Supervision Level equal to 'Maximum', Family Service Worker completes at least three (3) face-to-face contacts each month, one (1) face-to-face contact with primary caretaker each month. Of the face-to-face contacts with youth/caretaker, at least one monthly visit must be at the family home.
2. For Supervision Level equal to 'Medium', Family Service Worker completes at least two (2) face-to-face contacts each month, one (1) face-to-face OR telephone contact with

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



primary caretaker per month, monthly phone call to any service providers involved with the youth/family, and school visits as needed. Of the face-to-face contacts with youth/caretaker, at least one monthly visit must be at the family home.

3. For Supervision Level equal to 'Minimum', Family Service Worker completes at least one (1) face-to-face visit each month, one (1) face-to face OR telephone contact to be made with primary caretaker each month, one (1) home visit to be made every three months (quarterly), school visits as needed.
4. Verify progress of youth/family in IPP task completion.
5. Monitor services/treatment provided; make contacts with service providers and obtain progress reports from the provider.
6. Continue to develop Comprehensive Assessment.
7. At any time, Family Service Worker may request a court review of the youth's probation progress (or lack of).
8. Each contact with youth, family, service providers or other involved in youth's case is documented within 30 calendar days of the contact. (Refer to DCS policy 31.14 for format and content specifications.)

Outputs/Deliverables:

- Case Recordings
 - Comprehensive Assessment
-

Task (JJ-092): Foster Care Review Board (Non-YDC Placement)

Task Owner: Family Service Worker

Participants: Family Service Worker, Team Leader, Treatment Team, Foster Care Review Board members

Inputs: Permanency Plan and progress documentation

Performance Metric: Within ninety (90) days of the date of foster care placement and no less often than every six months thereafter, for so long as the youth remains in foster care, the court of venue or the foster care review board shall review the permanency plan of each youth in foster care and make a report on the progress made in achieving the goals contained in the permanency plan. Youth placed in Youth Development Centers (YDCs) are excluded from foster care review requirements. Complies with **DCS Policy 16.32**.

****Youth placed in Youth Development Centers are exempt from FCRB.**

Performance Steps:

1. Family Service Worker (or court liaison or legal staff) secures date for Foster Care Review.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



2. Unless parental rights have been terminated, the Family Service Worker shall mail notification to parents of the time and place of the review no later than ten (10) calendar days prior to the review or hand deliver notification no later than seven days prior to the review. The Family Service Worker shall also notify other parties such as non-relative foster parents, kinship foster parents, guardian ad litem, parent's attorney, etc. of the review.
3. Family Service Worker shall obtain a written report of the findings of the review and include it in the child's case file.
4. Review occurrence and outcome shall be documented in Case Recordings within 30 days of the completion of any reviews.
5. If the review results in revisions to the Permanency Plan, those revisions must be documented within 3 days of the completion of the review; youth/family must sign the revised plan.
6. Family Service Worker must provide copies of revised plan to youth/family.

Outputs/Deliverables:

- Quarterly & Periodic Progress Report (currently using CS-0430 and CS-0150)
 - Case Recording
 - Revised Permanency Plan
-

Task (JJ-093): FSW received release recommendations from placement.

Task Owner: Family Service Worker

Participants: Family Service Worker, Residential Case Manager, Security Representative, Medical Representative, Educational Representative, Mental Health Representative.

Inputs: Recommendation from DCS Facility treatment team or from contract agency that youth be released or stepped-down to another level of placement.

Performance Metric: The individual program plan (IPP) shall be reviewed monthly by the treatment team to determine the youth's progress on his/her Program plan and to assure that the youth's current goals, objectives and interventions continue to meet the youth's treatment needs. The treatment/staffing team shall be responsible for recommending any change of program for the youth. This includes any change of status within the program as well as recommendations for transfer to another program or release altogether. Complies with **DCS Policy 18.1**. Refer to task FAC-110.

Performance Steps:

1. Family Service Worker receives recommendation from treatment facility (DCS or contract) that youth is ready for release.
-

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Outputs/Deliverables:

- Progress Notes/Report
 - Release Recommendations
-

Task (JJ-100): CFTM (Release): Case Planning/On-going Assessment

Task Owner: Family Service Worker

Participants: Residential Case Manager, Family Service Worker, Team Leader, Treatment Team Members, Youth Services Officer, Youth/Family.

Inputs: Individual Program Plan and progress notes/information from treatment team members

Performance Metric: If youth under a determinate sentence, a discharge date is identified. If youth is under an indeterminate sentence, determine whether youth can be released to home. If release to home is appropriate, all support service needs are identified. If release to home is not appropriate, then recommendations regarding a step-down program or other placement resource are made.

Performance Steps:

1. Family Service Worker schedules CFTM and notifies Treatment Team and youth/family of the meeting.
 2. Meeting is convened and discharge plan is developed.
 3. *Refer to the process map and document for On-going Assessment/Case Planning for details regarding the tasks/activity involved in the On-going Assessment and Case Planning Process.*
-

****Note:** Family Service Worker has 60 days from the date of the 'Release CFTM' to complete all release paperwork and presented to the court.

Outputs/Deliverables:

- Discharge Plan
 - Update Comprehensive Assessment
-

Task (JJ-101): Step-Down to lower level of placement?

Task Owner: Family Service Worker, Treatment Team

Participants: Residential Case Manager, Family Service Worker, Team Leader, Treatment Team Members, Youth Services Officer, Youth/Family.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Inputs: Individual Program Plan and progress notes/information from treatment team members

Performance Metric: Decision is made, based on progress on treatment plan, whether step-down to lower level of placement/treatment is appropriate for the youth. (See FAC-130)

Performance Steps:

1. CFTM members review progress reports and IPP.
 2. Agree on decision as to whether step-down in treatment is appropriate.
-

Outputs/Deliverables:

- Step-down decision
-

Task (JJ-102): Placement Services Division locates placement

Task Owner: Placement Services Division

Participants: Placement Services Division, Family Service Worker

Inputs: Recommendations from Release CFTM

Performance Metric: Step-down placement/treatment program identified for youth.

Performance Steps:

1. Family Service Worker contacts Placement Services Division to locate a step-down placement for youth. Information regarding youth's treatment progress and continued treatment needs is shared with PSD in order to assist them in identifying most appropriate placement setting.
 2. Placement Services Division searches resource directory for placement match based on youth's characteristics/needs.
 3. Placement Services Division locates available placement.
 4. Once a placement resource has been identified for the youth, Placement Services Division will contact the placement resource and send available information about the youth to the resource.
 5. If placement resource accepts the youth, Contract/Service Agreement signed; new placement is authorized; previous placement is de-authorized.
 6. FSW to repeat tasks JJ-094 – JJ-100.
 7. If initial placement was not in a YDC, 'step-down' may involve stepping down from a DCS Group Home to a foster home or other community-based placement. In this case, no IPP's are developed. The Permanency Plan serves as the single plan for the youth.
 8. *Refer to the process map and document for Placement Services Division for details regarding the tasks/activity involved in the Placement Services Process.*
-

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Outputs/Deliverables:

- Placement Authorization
- Placement De-Authorization

Task (JJ-103): Notify court of upcoming release (Determinate Sentence)

Task Owner: Family Service Worker

Participants: Residential Case Manager, Family Service Worker, Team Leader, Treatment Team Members, Youth Services Officer, Youth/Family.

Inputs: Individual Program Plan and progress notes/information from treatment team members

Performance Metric: If CFTM members determine that no step-down program is needed and youth is under a determinate sentence, then Family Service Worker must prepare information to send to the court to notify of the upcoming release.

Performance Steps:

1. Family Service Worker prepares the Release Summary and completes the Determinate Sentence Release Notification form. (Currently using CS-0004)
2. DCS Legal should have the opportunity to review any documentation prior to its presentation to the court.
3. Family Service Worker forwards the Release Summary and the Determinate Sentence Notification form to the committing court/judge.

Outputs/Deliverables:

- Release Summary
- Determinate Sentence Release Notification (currently using CS-0004)

Task (JJ-104): Resource Linkage

Task Owner: Family Service Worker

Participants: Family Service Worker

Inputs: Court order with Determinate Sentence information, Release Summary, Determinate Sentence Release Notification

Performance Metric: Youth released from DCS Custody.

Performance Steps:

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



1. Family Service Worker meets with family to discuss youth's impending release from custody and return to home.
2. Family Service Worker gives information to families regarding agencies that provide on-going support services. (Strictly voluntary on the part of the family.)

Outputs/Deliverables:

- Family contact
 - Family informed of community resources
-

Task (JJ-105): Aftercare?

Task Owner: Family Service Worker

Participants: Family Service Worker, Youth Services Officer, Juvenile Court

Inputs: The youth is serving a concurrent indeterminate/determinate commitment, or the youth is in Aftercare from a previous indeterminate commitment and receives a determinate sentence for a subsequent offense. In these situations, the youth would complete the Aftercare period

Performance Steps:

1. Court determines whether youth will serve the remainder of the Aftercare period.
-

Outputs/Deliverables:

- Determination whether remainder of Aftercare period to be served.
-

Task (JJ-106): Release Youth on Release Date (Determinate Sentence)

Task Owner: Family Service Worker

Participants: Residential Case Manager, Family Service Worker, Team Leader

Inputs: Court order with Determinate Sentence information, Release Summary, Determinate Sentence Release Notification

Performance Metric: Youth released from DCS Custody.

Performance Steps:

1. Family Service Worker makes release arrangements with Residential Case Manager or with contract agency.
2. Youth released from custody and placement.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Outputs/Deliverables:

- Case Closure
-

Task (JJ-107): Completion of Aftercare Period

Task Owner: Family Service Worker

Participants: Family Service Worker, Youth, Family

Inputs: The youth is serving a concurrent indeterminate/determinate commitment, or the youth is in Aftercare from a previous indeterminate commitment and receives a determinate sentence for a subsequent offense. In these situations, the youth would complete the Aftercare period

Performance Steps:

1. If youth has remaining Aftercare period to serve, FSW continues supervision of youth based on policy and supervision levels.
 2. Rules of Aftercare may be revised at this time.
-

Outputs/Deliverables:

- Youth/Family Contact
 - Rules of Aftercare
-

Task (JJ-108): FSW prepares Aftercare IPP and Discharge Form (Indeterminate)

Task Owner: Family Service Worker

Participants: Family Service Worker, Team Leader, Regional Administrator/Commissioner, Youth, Parent/Guardian

Inputs: Release Summary and treatment/progress notes from placement/treatment program, recommendations from Release CFTM.

Performance Metric: A final plan for youth in aftercare is developed with the youth and parent/guardian. Expectations for youth behavior/progress during aftercare period are established and agreed upon by youth and parent/guardian. If youth is not being discharged to aftercare, but from custody/supervision altogether, then the Discharge (CS-0046) form must be completed. Compliance with *DCS Policy 12.1*.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



***Note:** *The Aftercare Individual Program Plan will be developed during the release CFTM if it is determined that the youth is being released to aftercare.*

Performance Steps:

1. Within ten (10) working days of receiving the Release Summary and Release to Home Placement form, the Family Service Worker must prepare the final aftercare plan if it has been determined that the youth is being released to aftercare. The youth and parent/legal guardian must have input in the development of the aftercare plan. This will be done at the release CFTM.
2. If youth is being discharged from DCS custody/supervision, complete the Discharge form (CS-0046) within ten (10) working days of receiving Release Summary and Release to Home Placement form.
3. Team Leader must review and approve Aftercare IPP.
4. Discharge form must be reviewed/approved by Regional Administrator or Commissioner as applicable.

Outputs/Deliverables:

- Aftercare IPP
 - Discharge form (CS-0046)
-

Task (JJ-109): FSW Presents IPP and Release Information to Juvenile Court (Indeterminate)

Task Owner: Family Service Worker

Participants: Family Service Worker

Inputs: Release Summary, Aftercare IPP, Discharge form.

Performance Metric: Court is provided documentation to support release of youth to after care or from DCS Custody/Supervision per ***DCS Policy 12.1***.

Performance Steps:

1. The Family Service Worker must notify the committing Court of the youth's proposed home placement at least fifteen (15) days prior to the trial home pass date or release date.
2. Forms, CS-0041, *Notification of Proposed Home Placement*, and CS-0130, *Release to Home Placement*, a copy of the release summary, and copy of the aftercare plan must be presented to the Court for review. (DCS Legal should have the opportunity to review any documentation prior to its presentation to the court.)
3. If the committing Court does not object to the proposed home placement, judge's signature must be obtained on form CS-0041, *Notification of Proposed Home Placement*.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Some Courts may decline to sign form *CS-0041*, if that occurs, note on the form the reason for the Court's action.

Outputs/Deliverables:

- Notification of Proposed Home Placement form
- Release to Home Placement form
- Release Summary

Task (JJ-110): Juvenile Court Approves/Denies Release Recommendation (Indeterminate)

Task Owner: Juvenile Court/Judge

Participants: Juvenile Court/Judge, Youth Services Officer, Family Service Worker

Inputs: Release Summary, Aftercare IPP, Discharge form.

Performance Metric: Juvenile Court/Judge has fifteen (15) days to object to the release or to schedule a hearing to review the release in court, in accordance with *DCS Policy 12.1*.

Performance Steps:

1. After receipt of the Release Summary, Aftercare IPP or Discharge form, Release to Home Placement form, and Notification of Proposed Home Placement form, Juvenile Court/Judge has 15 working days to enter an objection (denial) or schedule a hearing to review the release.
2. Juvenile Court/Judge notifies Family Service Worker within the 15 days of the approval/denial of the release or notifies of any scheduled hearing.
 - a. If no approval/denial received by the court within 15 days, then Family Service Worker can consider that the court has assented to the release to home placement.

Outputs/Deliverables:

- Court approval/denial of Release to Home placement or assent via no objection.
- Court hearing/review

Task (JJ-111): Court Denies; DCS Appeal of denial? (Indeterminate)

Task Owner: Family Service Worker

Participants: Juvenile Court/Judge, Youth Services Officer, Family Service Worker, Residential Case Manager

Inputs: Court denial of release to home placement; DCS appeals.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Performance Metric: Juvenile Court/Judge has fifteen (15) days to object to the release or to schedule a hearing to review the release in court, in accordance with *DCS Policy 12.1*. If the court denies the release to home placement, youth will remain in placement until the court's decision to deny release is overturned.

Performance Steps:

1. Family Service Worker must notify the Residential Case Manager at youth's placement immediately once the court's objection to/denial of the youth's release has been received.
2. Family Service Worker must document information relating to the court's objection to the release in Case Recordings.
3. Family Service Worker must return original release documents to the sending facility.
4. Family Service Worker must send documentation of release and court's objection to the release to DCS Commissioner's office.
5. DCS Commissioner's office will review to determine if an appeal of the court's objection is appropriate; if so, DCS Commissioner's office will initiate appeal procedures.
6. Repeat tasks 061-100 until court approves a release.

Outputs/Deliverables:

- Court Objection/Denial of Release
- DCS Commissioner's Appeal of Court Objection

Task (JJ-112): Appeal reviewed by panel of 3 judges

Task Owner: Court/Judge's Panel

Participants: Juvenile Court/Judges, Youth Services Officer, Family Service Worker

Inputs: Court denial of release to home placement, DCS appeals.

Performance Steps:

1. Judge's panel reviews information on youth's treatment progress and appeal filed by DCS.
2. Judge's panel makes ruling on overturn/uphold of denial.

Outputs/Deliverables:

- Judge's decision to uphold or overturn release denial.

Task (JJ-120): DCS Commissioner Review/Approval of Release Packet (Indeterminate)

Task Owner: Family Service Worker

Participants: Family Service Worker, Commissioner (or designee)

Inputs: Release Summary, Aftercare IPP, Discharge form.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Performance Metric: DCS Commissioner's office is provided with documentation of release and reviews to determine if release is appropriate. If Commissioner's review determines that release is not appropriate, denial is sent to Family Service Worker and release is stopped.

Performance Steps:

1. Family Service Worker prepares release packet and sends to DCS Commissioner's office for review.
 - a. Release Packet includes DCS forms *CS-0130, Release to Home Placement and CS-0041, Notification of Proposed Home Placement*, the treatment summary and the aftercare plan.
2. Commissioner's office sends approval/denial of release back to Family Service Worker.

Outputs/Deliverables:

- Release Packet
-

Task (JJ-121): Discharge Youth?

Task Owner: Family Service Worker

Participants: Juvenile Court/Judge, Youth Services Officer, Family Service Worker, Residential Case Manager, CWBC

Inputs: Court approves of release to home placement; Commissioner has reviewed

Performance Steps:

1. If youth is close to aging out or is moving out of state with family, youth could be released from custody at this point.
2. Family Service Worker confirms child exit from YDC.
3. Notify parent, child and guardian with TennCare application information.
4. CWBC confirms TennCare eligibility.

Outputs/Deliverables:

- None
-

Task (JJ-122): Resource Linkage

Task Owner: Family Service Worker

Participants: Family Service Worker

Inputs: Commissioner reviews/approves release packet; youth discharged.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Performance Metric: Youth released from DCS Custody.

Performance Steps:

1. Family Service Worker meets with family to discuss youth's impending release from custody and return to home.
 2. Family Service Worker gives information to families regarding agencies that provide on-going support services. (Strictly voluntary on the part of the family.)
-

Outputs/Deliverables:

- Family linked to community resources
-

Task (JJ-123): Youth Placed on 30-day trial home visit (Indeterminate)

Task Owner: Family Service Worker

Participants: Juvenile Court/Judge, Youth Services Officer, Family Service Worker, Residential Case Manager

Inputs: Court approves of release to home placement

Performance Metric: Juvenile Court/Judge has fifteen (15) days to approve release. If the court enters no approval or objection within fifteen (15) days, then Family Service Worker can consider that the court has assented to the release via no objections entered. Youth is placed on 30-day trial home visit and DCS custody/supervision continues for that 30 days.

Performance Steps:

1. Family Service Worker and Residential Case Manager make arrangements for the discharge from placement to home.
 2. Youth is placed at home.
 3. Youth remains under custody and supervision of DCS.
-

Outputs/Deliverables:

- Court Approval of Release
-

Task (JJ-124): Home Visit Success? (Indeterminate – Release to Home)

Task Owner: Family Service Worker

Participants: Family Service Worker

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Inputs: Court approves of release to home placement; youth discharged to home placement.

Performance Metric: First 30 days of home placement is considered 'trial' period. Youth remains in DCS custody and under supervision.

Performance Steps:

1. The Family Service Worker will contact the youth and his/her parent(s)/guardian in person no later than twenty-four (24) hours (excluding holidays and weekends) after the youth's return home.
2. Family Service Worker will ensure that supervision services are available to the youth/family 24 hours a day, 7 days per week.
3. The Family Service Worker will discuss with the youth and his/her parent(s)/guardian(s) the *Rules of Aftercare, Notification of Equal Access to Programs and Grievance Procedures* (form CS-0043), *Rules of Probation, Equal Access to Programs and Grievance Procedures* (form CS-0012) and the following: Aftercare Plan; Special conditions on the *Rules of Aftercare*; The range of services provided by the department and referrals made to other agencies.
4. Obtain signatures required on forms *CS-0043, Rules of Probation, Equal Access to Programs and Grievance* and *CS-0012, Rules of Aftercare, Notification of Equal Access to Programs and Grievance Procedures*, and the aftercare plan. A copy of each will be provided to the youth and parent(s)/ guardian(s). The FAMILY SERVICE WORKER shall furnish the youth and parents with a business card that contains his/her office address and telephone number.
5. The Family Service Worker will advise the youth of the compulsory school laws to enroll in school on the first school day following their return home. If the youth is not required to attend school, the Family Service Worker will refer the youth to employment/community agencies for services.
6. The Family Service Worker will supervise youth in trial home placement according to *DCS Policy 13.1 and 13.2*.

Outputs/Deliverables:

- Rules of Aftercare (CS-0012)
- Rules of Probation (CS-0043)
- Notification of Equal Access to Programs (CS-0158)

Task (JJ-125): CFTM or Court Action

Task Owner: Family Service Worker

Participants: Family Service Worker

Inputs: Youth released to home, placed on 30-day Trial Home Visit

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Performance Metric: Youth violates conditions of aftercare/probation. The youth's failure to abide by conditions of aftercare plan during the 30-day trial visit may result in the termination of a youth's trial visit and in a return to the department's physical custody.

Performance Steps:

1. In the event new delinquent acts are alleged or other violations occur during the 30-day trial home visit, the Family Service Worker must document them in on form *CS-0156, Violation Report*. The youth must be afforded all administrative due process rights required by departmental policy prior to a return to physical custody.
2. Family Service Worker must notify Juvenile Court/Judge of any violations or new delinquent acts.
 - a. In lieu of return to physical custody, the Family Service Worker can consider, investigate and employ treatment interventions for the youth and family in the home and local community.
3. If it is determined that youth must return to physical custody, go back to task JJ-091.
4. Court/CFTM may also have the option to continue/extend the trial home visit go to (JJ-123), or place youth on aftercare (go to JJ-126).

***Note: DCS Legal should have the opportunity to review any documentation prior to its presentation to the court.

Outputs/Deliverables:

- Rules of Aftercare (CS-0012)
- Rules of Probation (CS-0043)
- Violation Report (CS-0156)

Task (JJ-126): Release to Aftercare?

Task Owner: Family Service Worker

Participants: Family Service Worker, Youth, Parent/Guardian

Inputs: Youth completes successful 30-Day Trial Home Visit; need for Aftercare services determined (usually in the Release CFTM [task #100]).

Performance Metric: Youth completes successful 30-Day Trial Home Visit and begins aftercare program.

Performance Steps:

1. Family Service Worker provides supervision to youth on aftercare per *DCS Policy 13.1 and 13.2*.

Outputs/Deliverables:

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- Rules of Aftercare (CS-0012)
- Rules of Probation (CS-0043)
- Documentation of contacts, youth progress

Task (JJ-127): Aftercare supervision and plan reviews; youth removed from aftercare with court approval

Task Owner: Family Service Worker

Participants: Family Service Worker, Youth, Parent/Guardian

Inputs: Youth completes successful 30-Day Trial Home Visit; need for Aftercare services determined (usually in the Release CFTM [task #100]).

Performance Metric: Youth completes successful 30-Day Trial Home Visit and begins aftercare program.

Performance Steps:

1. Family Service Worker makes required contacts with youth/family based on supervision level.
2. Family Service Worker schedules a quarterly review with youth/family.
3. Family Service Worker may make revisions to the Rules of Aftercare if needed; youth/family must sign the revised Rules of Aftercare and Family Service Worker provides copies to youth/family.
4. Document Quarterly Review (case recording) within 30 calendar days of the review.
5. Family Service Worker is made aware of youth's violation of Rules of Aftercare by:
 - a. Discovery during face-to-face visit
 - b. Contact from resource (parent, school, employer, etc.)
 - c. Court (new petition has been filed against youth)

Release from Aftercare

6. Family Service Worker shall determine that youth is ready for aftercare discharge based on the following criteria:
 - a. Youth released from DCS custody that have been under aftercare supervision for at least three (3) months and have completed the goals and objectives of the Individual Program Plan (IPP). The only exceptions are if the youth ages out, moves out of state or are convicted as an adult. All youth will be supervised for at least three (3) months unless the above applies.
 - b. Youth committed or placed on probation as delinquent offenders shall be discharged on or before their nineteenth (19) birthday.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- c. Youth committed as delinquent and with a determinate sentence shall be discharged on the expiration of the determinate sentence or when he/she turns nineteen (19) as applicable.
7. When Family Service Worker determines youth is eligible for aftercare discharge, Family Service Worker will establish a discharge date. Date shall be set so as to provide 15 days notice to committing court.
8. Family Service Worker shall prepare an original and two copies of the Discharge form (CS-0046).
9. Family Service Worker submits the forms to the committing court for signature and approval.
10. Family Service Worker will then submit the court-approved Discharge form containing a closing report to the Commissioner (or Designee) for signature and approval.
11. Family Service Worker forwards copies of all approved documentation to committing court.
12. Family Service Worker sends youth copies of approved documentation.
13. Family Service Worker documents all activities/contacts and files all approved documents in youth's case file.
14. Aftercare episode ends; case closed.

*****Note:** A youth with an Indeterminate Sentence may not be placed on Aftercare and simply released from custody for reasons such as: Youth is 19 years old, Youth's family has moved out of state, or court orders the release with no aftercare

Outputs/Deliverables:

- Rules of Aftercare (CS-0012)
 - Documentation of contacts, youth progress
-

Task (JJ-128): Resource Linkage

Task Owner: Family Service Worker

Participants: Family Service Worker

Inputs: Must occur prior to ending aftercare or custody episode

Performance Metric: Youth released from DCS Custody or Aftercare.

Performance Steps:

1. Family Service Worker meets with family to discuss youth's impending release from custody and return to home.
 2. Family Service Worker gives information to families regarding agencies that provide on-going support services. (Strictly voluntary on the part of the family.)
-

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Outputs/Deliverables:

- Family contact
 - Family informed of community resources
-
-

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



DCS Facilities Process

Task (FAC-010): Custodial Youth referred for placement in DCS Facility (See JJ tasks 010-080)

Task Owner: Placement Services Division

Participants: Placement Services Division staff, intake and classification staff at facility

Inputs: Youth has been adjudicated delinquent and placed in the custody of DCS by Juvenile Court; PSD makes referral for placement for youth at a DCS Facility.

Performance Steps:

1. See JJ-080.
-

Outputs/Deliverables:

- Referral for placement submitted to DCS Facility
-

Task (FAC-020): Receive/Review Referral Packet

Task Owner: DCS Facility Classification Supervisor

Participants: DCS Facility Classification Supervisor

Inputs: DCS Facility receives a referral for placement of a youth from DCS Placement Services Division.

Performance Metric: Youth must meet criteria for admission in order to be placed at YDC/DCS Group Home.

Performance Steps:

1. DCS Facility Classification Supervisor makes sure the packet contains all materials necessary for evaluation. The packet includes: a cover letter with justification for placement, commitment order(s), prior offenses information, pending charges information, supporting petitions, IQ score with adaptive behavior measures, community risk assessment, critical medical information, psychological evaluation, and other relevant existing DCS case information.
2. Youth must meet one or more of the preliminary criteria (refer to DCS Policy 11.3) to qualify for assessment at the YDC/Group Home. These criteria are:
 - a. The youth is committed for an offense which resulted in actual or attempted injury;

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- b. The youth has a history of adjudicated delinquent offenses, he/she is currently determinately committed and poses a risk to the community;
- c. The youth has a prior or current adjudication for a sexual offense(s) and is considered to pose a risk to the community;
- d. The youth was committed for or has a record of three or more felony offenses;
- e. A youth, who has runaway from a community placement and committed subsequent delinquent offenses while on runaway;
- f. A youth has a history of repeated runaways from non-secure placements and his/her actions while on runaway are deemed to be of such a self-destructive nature as to warrant re-assessment in a secure placement.

Outputs/Deliverables:

- Referral packet reviewed for completeness.
-

Task (FAC-030): Youth meets criteria for admission?

Task Owner: DCS Facility Classification Supervisor

Participants: DCS Facility Classification Supervisor

Inputs: Referral packet has been reviewed by facility staff to determine whether facility is appropriate for the youth.

Performance Metric:

Performance Steps:

1. Determination is made after review of referral materials as to whether the facility is appropriate for assessing the youth's needs.
 2. Facility Classification Supervisor will maintain a log of referrals that includes: youth's name, referring region or program, date of referral, date of facility response, denial or acceptance of referral, and a justification for denial if denied.
-

Outputs/Deliverables:

- Determination of admission
-

Task (FAC-031): Notify referring agency

Task Owner: DCS Classification Supervisor

Participants: DCS Classification Supervisor

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Inputs: Referral packet has been reviewed and determination has been made that facility is not appropriate for youth; admission denied.

Performance Metric:

Performance Steps:

1. Facility Classification Supervisor notifies Regional Resource Management Staff of referral decision.

Outputs/Deliverables:

- Facility denies admission of youth

Task (FAC-032): Referring agency submits request for waiver

Task Owner: Referring Agency (Placement Services Division or other)

Participants: Regional Placement Services Division Staff, Central Office Population Committee (COPC)

Inputs: DCS Facility has denied admission of a youth based upon information provided to the facility in the referral packet.

Performance Metric: Appeal of admission denial must be made within 1 business day of the denial; Central Office Population Committee has 24 hours to dispose of the appeal.

Performance Steps:

1. Contract Agencies have 1 day to make a written appeal to Placement Services Division (PSD). The PSD appeals committee will meet within 5 working days to make their final decision.
2. For DCS operated facilities, the Regional Representative makes a decision whether or not to pursue a waiver.
3. Regional PSD Staff initially contacts the Facility Classification Supervisor in writing with the nature of the circumstances necessitating assessment at a secure facility and the other resources considered in the process.
4. If the facility maintains the denial, the Regional PSD Staff may request a review by the Central Office Population Committee (COPC). The COPC will respond to the request within 24 hours. This time frame will be extended until 24 hours following the receipt of any additional information requested by the committee.

Outputs/Deliverables:

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- Referring agency appeals admission denial
- COPC rules on appeal
- Executive Director of JJ may rule on appeal

Task (FAC-033): Denial Overturned?

Task Owner: Central Office Population Committee

Participants: Central Office Population Committee, Executive Director of Juvenile Justice, Referring Agency, DCS Classification Supervisor

Inputs: DCS Facility has denied admission of a youth; referring agency has entered an appeal of the denial.

Performance Metric: Appeal of admission denial must be made within 1 business day of the denial; Central Office Population Committee has 24 hours to dispose of the appeal.

Performance Steps:

1. If the COPC upholds the denial, the Regional PSD Staff may make a final appeal to the Executive Director of Juvenile Justice Programs or his/her designee. This decision is final.
2. If the denial is overturned by either COPC or the Executive Director of Juvenile Justice, the youth shall be admitted to the facility as soon as an opening is available.

Outputs/Deliverables:

- Disposition of referring agency appeal of admission denial

Task (FAC-040): Opening available?

Task Owner: DCS Facility Classification Supervisor

Participants: DCS Facility Classification Supervisor

Inputs: Youth accepted for admission (or appeal upheld to allow admission)

Performance Steps:

1. DCS Facility Classification Supervisor determines whether there is an opening for a youth in the appropriate unit at the facility.
2. If an opening is available, then proceed to Task 050.
3. If no opening currently available, proceed to Task 041.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Outputs/Deliverables:

- Determination of whether opening available for youth at facility
-

Task (FAC-041): Place youth on waiting list

Task Owner: DCS Classification Supervisor

Participants: DCS Classification Supervisor

Inputs: Youth accepted for admission at facility; no opening currently available.

Performance Steps :

1. The Facility Classification Supervisor will add the youth to the facility waiting list.
 - a. Youth accepted into the program will be dated with their referral date.
 - b. Youth denied into the program will not be added to the waiting list.
 - c. Youth accepted through a waiver will be placed onto the waiting list with the date amended to reflect the original referral date.
 2. The Facility Classification Supervisor must notify the referring Regional PSD Staff when a placement becomes available.
 3. Placement from the waiting list will be done in order of earliest referral date except under certain circumstances, for example, in a high profile case that may be placed ahead of all others on the waiting list.
 4. Upon placement, the Facility Classification Supervisor will remove the youth from the waiting list.
-

Outputs/Deliverables:

- Youth placed on waiting list
-

Task (FAC-050): Youth transported to facility

Task Owner: Transportation Unit

Participants: Transportation Unit, Family Services Worker, Placement Services Division

Inputs: Youth accepted for admission to facility and opening is available.

Performance Steps:

1. Team Coordinator/Team Leader/Family Services Worker makes referral to Transportation Unit to arrange transportation of youth to facility.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Outputs/Deliverables:

- Referral to Transportation Unit
-

Task (FAC-060): Facility Intake/Classification

Task Owner: DCS Facility Classification Supervisor

Participants: DCS Facility Classification Supervisor, Facility Classification Team

Inputs: Youth has been admitted for placement at a DCS Facility.

Performance Steps:

1. For DCS facilities, incoming youth will be placed into the Classification Unit. The Classification Unit will make their assessment of the youth according the following schedule:
 - a. Youth new to DCS programs - 14 days
 - b. Youth transferred from other DCS programs - 7 days
 2. A face sheet with photograph will be completed for the youth within 4 hours of admission to the facility.
 3. The youth must be added to the rolls of the facility.
 4. The staff must check the current commitment order that accompanied the youth for validity. Forward all questions of validity to the Executive Director of Juvenile Justice.
 5. Facility staff must conduct a search of the youth and record all personal property on a disposition of personal property form CS-0162.
 6. Facility staff must provide the youth with their personal issue and an opportunity to perform personal hygiene.
 7. The staff must provide notifications to the youth's assigned Family Services Worker and parent(s)/guardian(s) regarding youth's location/placement.
 8. The staff must familiarize the youth with the facility. This may include: orientation to the facility, discussions about facility rules and regulations, and fire/emergency procedures.
 9. The youth will be given educational, medical, dental, and mental health screenings/assessments. Results meeting certain criteria (i.e. youth is MR) may result in special staffings such as special services or Individual Education Plan. (*See JJ-090*)
 10. Residential Case Manager is assigned to youth's case to provide on-going case management and support for youth while in treatment.
 11. The Classification Staffing (Residential Case Manager, Family Services Worker, Education Representative, Medical Representative, Security Representative, Other Representatives as needed, and the Child and Family Team) will convene to discuss the appropriateness of the youth's placement at the facility. The Staffing will arrive at a conclusion within the confines of a Child and Family Team Meeting (CFTM).
-

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Outputs/Deliverables:

- Appropriateness of placement
 - Treatment needs
-

Task (FAC-070): Facility appropriate for youth?

Task Owner: Residential Case Manager

Participants: Residential Case Manager, Family Service Worker, Security Representative, Medical Representative, Educational Representative, Mental Health Representative, Child and Family Team

Inputs: Results from classification screenings/assessments and observations of classification team.

Performance Metric: The Classification Unit will make their assessment of the youth according the following schedule:

- a. Youth new to DCS programs - 14 days
 - b. Youth transferred from other DCS programs - 7 days
-

Performance Steps:

1. Classification teams determines whether the facility is appropriate to meet youth's treatment needs.
 2. If Yes, proceed to Task 080.
 3. If No, proceed to Task 071.
-

Outputs/Deliverables:

- Determination of facility's ability to appropriately meet youth's needs.
-

Task (FAC-071): Referral to another facility/agency

Task Owner: Residential Case Manager

Participants: Residential Case Manager, DCS Facility Classification Supervisor

Inputs: Classification team has determined that facility is not appropriate to meet youth's needs.

Performance Metric: As soon as the determination is made that facility is not appropriate for youth, the referral process to another agency/facility begins.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Performance Steps:

1. The Residential Case Manager completes a referral packet for the youth containing available information from screenings/assessments performed during classification.
2. The Residential Case Manager forwards the referral to Placement Services Division/DCS Group Home for the level of care the Classification Staffing deemed appropriate.
3. Until the youth is transferred from the facility to a more appropriate placement, the youth will remain at the facility and a short-term program plan will be developed.
4. Once a more appropriate placement becomes available, the youth will be moved. Family Service Worker will arrange transportation with Transportation Unit.

Outputs/Deliverables:

- Referral submitted to other facility/agency

Task (FAC-080): CFTM: Classification/Program Staffing

Task Owner: Residential Case Manager

Participants: Residential Case Manager, Treatment Team (Education Representative, Medical Representative, Mental Health Representative, Security Representative), Youth, Family

Inputs: Classification period for youth is completed and results of screenings/assessments have been received.

Performance Metric: The Individual Program Plan (IPP) and Permanency Plan will be completed within 30 days of the youth's commitment

Performance Steps:

1. The treatment team will convene in order to construct a treatment plan (IPP) for the youth. This plan will address all areas where the youth needs to improve while in custody. It is a working document used to guide service delivery and assess the youth's progress while in custody. (See JJ-083)
2. It is the responsibility of the Family Service Worker to convene a CFTM for development of the Permanency Plan. This may be done in conjunction with the development of the IPP or as a separate convention. (See task JJ-090)
3. The IPP must include Goals/objectives/interventions to meet the youth's need identified by classification.
4. The treatment team will determine/document methods and materials to be used.
5. The treatment team will assign responsibility for implementation to specific staff
6. The treatment team will recommend a timetable for completion of the tasks/responsibilities documented in the IPP.
7. All members present at the staffing sign the program staffing summary

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Outputs/Deliverables:

- Individual Program Plan
 - Permanency Plan (FSW)
-

Task (FAC-081): Special Education Needs?

Task Owner: Facility Education Representative

Participants: Facility Education Representative, Special Education representative, Educational Assessment Specialist (for interpreting assessments).

Inputs: Education screenings/assessments administered during classification period.

Performance Steps:

1. Educational screenings/assessments are reviewed by facility education representatives to determine whether the youth has special education needs.
-

Outputs/Deliverables:

1. Determination of Special Education Needs
-

Task (FAC-082): IEP Staffing

Task Owner: Facility Education Representative

Participants: Facility Education Representative, Special Education representative, Educational Assessment Specialist (for interpreting assessments), Residential Case Manager, Youth, Family

Inputs: Facility education representatives have reviewed education screenings/assessments and have identified the youth's special education needs.

Performance Metric: Must be convened within 45 days of classification if youth determined to have special education needs.

Performance Steps:

1. Facility Education Representative convenes IEP staffing to develop the Individual Education Plan.
2. Facility Education Representative documents IEP; IEP becomes part of overall Individual Program Plan.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



3. If facility cannot provide the special education services identified, youth may be recommended for transfer to another facility or contract placement where the services are available.

Outputs/Deliverables:

- Individual Education Plan (CS-0232)

Task (FAC-083): Develop/Implement Individual Education Plan

Task Owner: Facility Education Representative

Participants: Facility Education staff

Inputs: Individual Education Plan developed to address youth's special education needs.

Performance Metric: IEP becomes part of overall IPP and is reviewed on same schedule as the IPP, though IEP portion may be reviewed and modified at any point deemed appropriate.

Performance Steps:

1. Youth begins attending classes or vocational program.
2. Facility Education staff work to provide special education services identified on the IEP.

Outputs/Deliverables:

- Individual Education Plan initiated

Task (FAC-084): Mental Retardation Issues?

Task Owner: Facility Mental Health Representative

Participants: Facility Mental Health Representative/Staff, Residential Case Manager

Inputs: Mental Health Screenings/Assessments administered during classification period.

Performance Steps:

1. Mental Health screenings/assessments are reviewed by facility mental health representatives to determine whether the youth has mental retardation or other mental health issues that must be addressed during treatment.

Outputs/Deliverables:

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- Determination of mental health/mental retardation issues

Task (FAC-085): Special Services Staffing

Task Owner: Facility Mental Health Representative

Participants: Facility Mental Health Representative, Residential Case Manager, Youth, Family

Inputs: Facility Mental Health staff has reviewed the results of mental health screenings/assessments administered during classification period and have identified youth's mental health issues/needs.

Performance Metric: Can occur at any time, but initial must convene within 45 days of classification if mental health issues are present.

Performance Steps:

1. A special services staffing must be held for youths determined by an IEP-Team to have mental impairment. Mental Impairment may be an educational and clinical certification and is characterized by functional deficits in measures of both intelligence and social adaptation. Program placement for these youths must be in the least restrictive environment to that of a DCS Youth Development Center. Some youth demonstrate that the YDC is the least restrictive setting due to the behaviors they demonstrate that imposes the risk of harm to the community or themselves. For these youths, the COMMISSIONER must provide approval of YDC placement.
2. Facility Mental Health Representative convenes special services staffing to develop the special services plan.
3. Facility Mental Health Representative documents special services plan; special services plan becomes part of overall Individual Program Plan. If facility cannot provide the special services identified, youth may be recommended for transfer to another facility or contract placement where the services are available.

Outputs/Deliverables:

- Special Services plan

Task (FAC-086): Develop/Implement Special Services Plan

Task Owner: Facility Mental Health Representative

Participants: Facility Mental Health Staff

Inputs: Special Services Plan developed to address youth's mental health needs.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Performance Metric: Special Services Plan becomes part of overall IPP and is reviewed on same schedule as the IPP, though Special Services portion may be reviewed and modified at any point deemed appropriate.

Performance Steps:

1. Services provided to youth.
2. Mental health staff works with youth on special services goals and monitor youth's progress.

Outputs/Deliverables:

- Special Services plan

Task (FAC-090): Develop/Implement Individual Program Plan

Task Owner: Residential Case Manager

Participants: Residential Case Manager, Treatment staff, youth

Inputs: Individual Program Plan

Performance Metric: IPP developed within 2 weeks of admission to facility.

Performance Steps:

1. Staff identified on IPP as responsible for implementation of services/tasks begin working with youth in treatment program to complete tasks and achieve goals.
2. Staff monitors youth's progress on IPP and report progress, or lack of, to Residential Case Manager.

Outputs/Deliverables:

- Individual Program Plan initiated.

Task (FAC-100): CFTM Case Planning/On-going Assessment

Task Owner: Residential Case Manager

Participants: Residential Case Manager, staff responsible for IPP implementation, Treatment Team

Inputs: IPP has been initiated; youth is working in treatment program.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Performance Steps:

1. Residential Case manager and staff responsible for IPP implementation provide day-to-day treatment services and intervention while youth is working in treatment program. In addition to monitoring and documentation of youth's progress on IPP and the provision of identified treatment services, case management activity may also involve the documentation and tracking of information resulting from the following sub-processes:
 - a. **Major/Minor Disciplinary Reports**
 - i. Youth is charged with an offense committed within the treatment program.
 - ii. Residential Case Manager presents youth with a hard copy of the documented charges within 24 hours of being charged.
 - iii. A hearing must be held within 7 days of the youth being charged; if no hearing within 7 days, the charges against the youth are dropped.
 - iv. The youth may waive his right to the hearing and choose to have the charges heard by a committee.
 - v. If the youth does not waive right to the hearing, the charges are taken before a hearing office.
 - vi. Youth has the right to have an advocate and witnesses present.
 - vii. If the youth is determined to be Not Guilty of the major/minor offense, a record of the charge is maintained in the youth's master file.
 - viii. If the youth is found Guilty of the charges, a sanction is imposed on the youth.
 - ix. Youth may choose to appeal the sanction for a major report; if appealed the sanction can be stayed for 15 days. Youth may not appeal minor reports. The first level of appeal is the disciplinary board. The second level is the facility superintendent. In certain cases, the youth may appeal to the Executive Director of Juvenile Justice as a third and final level of appeal. The original report decision and all subsequent appeals are filed in the youth's master file.
 - x. If no appeal, the sanction is completed.
 - b. **Critical Incident Reports**
 - i. Incident occurs involving one or more youths in the facility; incident meets criteria for a critical incident as defined in Incident Reporting Manual.
 - ii. All witnesses to and participants in the incident must document their account of the incident.
 - iii. Residential Case Manager compiles all accounts into one incident report and enters the incident report into the Critical Incident Reporting Web application for reporting/tracking purposes.
 - c. **Suicide Status/Watch**
 - i. If youth exhibits behavior or verbally indicates that he/she may harm himself/herself, youth will be placed on Suicide Status/Watch.
 - ii. If this occurs, youth must be seen by a psychologist within 24 hours.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- iii. Residential Case Manager must document information regarding the Suicide Watch status, including date began, events that precipitated the status, and whether youth is under normal or active suicide watch.
- iv. If youth placed under active suicide watch, staff must keep constant visual contact with the youth.
- v. If youth placed on normal suicide watch status, staff must make visual contact (and document that the visual contact took place) with youth every 10 minutes.
- vi. Residential Case Manager must notify the Family Service Worker of the youth's suicide watch status.
- d. **Commitment Reduction Credits**
 - i. Any youth who is placed in the care of the Department of Children's Services on a **determinate** commitment is eligible to earn youth commitment reduction credits (YCRCs) toward reducing the determinate commitment imposed. YCRCs may be earned for good behavior and for satisfactory performance in facility programs.
 - ii. Upon each youth's arrival at the facility/program, his/her commitment expiration date shall be computed by the record clerk or person designated by the DCS Group Home Supervisor or YDC Superintendent.
 - iii. The commitment expiration date shall be computed and expressed in month, date and year from the date of commitment and shall be forwarded to the Classification Coordinator to be included in the initial classification summary.
 - iv. Youths may be awarded up to sixteen (16) credits per month during the commitment, which allows a youth the possibility of reducing his/her commitment by up to one-third (1/3) per year. The YCRCs are awarded in the following way, with a monthly range of zero (0) to eight (8) credits available for good behavior, and a monthly range of zero (0) to eight (8) credits available for satisfactory performance in facility programs. The total number of YCRCs to be awarded for satisfactory performance in specific facility programs will be determined by criteria set by each facility/program. Such criteria may be determined by progress on IPP objective, points earned, or other demonstrated efforts and progress toward rehabilitation as determined by the treatment team members.
 - v. When a youth is found guilty of a major disciplinary offense, he/she will be ineligible for both performance and behavior credits for the entire month during which the disciplinary offense occurred.

Outputs/Deliverables:

- Progress Notes
- Incident Reports
- Major/Minor Disciplinary Reports

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- Critical Incident Reports
- Suicide Watch Status
- Commitment Reduction Credits

Task (FAC-110): Monthly/Quarterly Plan Reviews

Task Owner: Residential Case Manager

Participants: Residential Case Manager, Family Service Worker, Security Representative, Medical Representative, Educational Representative, Mental Health Representative and other CFT members as identified.

Inputs: Individual Program Plan and progress notes/information from treatment team members

Performance Metric: Per DCS Policy 18.15, monthly reviews of the youth's IPP will take place while youth is in treatment. Formal quarterly reviews are also required.

Performance Steps:

1. Each treatment team member who is responsible for developing and monitoring goals, objectives, and interventions shall write a progress statement and submit it to the Residential Case Manager.
2. Residential Case Manager gathers all progress statements together to review and discuss during status review.
3. Residential Case Manager notifies Family Service Worker, youth and family of scheduled review CFTM.
4. Within the context of the CFTM, team members share information regarding progress and any IPP changes with other team members.
5. Youth's conduct (including major/minor disciplinary reports) will be discussed at the CFTM.
6. Based on the outcome of the CFTM, Residential Case Manager updates the IPP with the any changes/additions to goals, objectives, and interventions.
7. Aftercare planning is discussed as part of reunification plan.
8. Residential Case Manager documents all progress reports and updated IPP in the youth's file.
9. Any change in a youth's IPP requires a formal meeting of the program staffing team and is documented by staff and youth signatures.
10. Family Service Worker will update Permanency Plan if needed. Changes to IPP do not always constitute changes to the Permanency Plan.

Outputs/Deliverables:

- Quarterly Progress Report
- Updated IPP

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



- Documentation of CFTM/review

Task (FAC-120): Transfer Youth?

Task Owner: YDC Superintendent

Participants: YDC Superintendent, Residential Case Manager, Treatment Team, Executive Director of Juvenile Justice.

Inputs: Youth requires transfer due to immediate health/safety/security of the facility or youth OR for the purpose of meeting identified treatment needs. (*DCS Policies 12.9 and 12.10*)

Performance Steps:

1. Determination of need for transfer is determined by either YDC Superintendent, CFT/Treatment Team, or by psychologist/psychiatrist.

Outputs/Deliverables:

- Transfer determination

Task (FAC-121): Administrative/Program/Medical Transfer or DCS/Contract Placement Re-Classification

Task Owner: YDC Superintendent

Participants: YDC Superintendent, Residential Case Manager, Treatment Team, Executive Director of Juvenile Justice, Transportation Unit.

Inputs: YDC Superintendent, CFT/Treatment Team, or psychologist/psychiatrist determine youth in need of transfer to another facility/program.

Performance Steps:

Administrative Transfers:

1. The YDC Superintendent will make a determination of the need to transfer a youth for administrative purposes (health/safety/security issues) based upon recommendations provided by residential case manager and treatment team.
2. The YDC Superintendent communicates with the Superintendent of the YDC to which the youth is to be transferred to obtain concurrence/agreement on the transfer.
3. If for any reason the superintendents do not concur, the Executive Director of Juvenile Justice will make the final determination on the transfer.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



4. Residential Case manager documents justification for the transfer, which must be reviewed and approved by the YDC Superintendent.
5. Youth's case file and transfer documentation forwarded to receiving YDC.
6. Sending facility arranges transportation for the youth.
7. Residential Case Manager provides notification to youth, Family Service Worker, parent, and committing court of transfer.
8. Youth has the right to due process and appeal of transfer.

Program Transfers:

1. CFTM/Treatment Team recommends a transfer of the youth to a different facility due the other facility's ability to more suitably meet the youth's treatment, educational, or vocational needs.
2. Residential Case Manager documents staffing summary and prepares referral to other facility.
3. Receiving facility must concur with the referral for transfer.
4. Sending facility arranges for transportation of youth.
5. Residential Case Manager provides notification to youth, Family Service Worker, parent, and committing court of transfer.
6. Youth has the right to due process and appeal of transfer.

Emergency Mental Health Transfers:

1. A certification of need for transfer must be documented by a psychologist/psychiatrist to the Department of Mental Health.
2. Dept. of Mental Health must concur with and accept the transfer.
3. Transportation to mental health facility arranged by Residential Case Manager.
4. If youth remains placed with DMH facility for more than 7 days, youth is dropped from the DCS Facility roster; youth normally back within 2-4 days.
5. Youth may return to DCS Facility with recommendations from DMH regarding best placement/treatment.
6. For youth with long-term, chronic mental health issues, a standard Mental Health Transfer is appropriate; this transfer is accomplished through the submission of a referral to (and acceptance by) the Dept. of Mental Health.

Outputs/Deliverables:

- Transfer documentation
 - Transfer of youth to another facility/program.
-

Task (FAC-130): Facility Treatment team makes recommendation for release or step-down

Task Owner: Residential Case Manager

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Participants: Residential Case Manager, Family Service Worker, Security Representative, Medical Representative, Educational Representative, Mental Health Representative, Facility Superintendent, youth, family, and others as identified.

Inputs: Individual Program Plan and progress notes/information from treatment team members

****Note:** Refer to tasks JJ-093-101.

Performance Steps:

1. Based upon youth's progress and recommendations from Treatment Team, decision is made to discharge youth from the placement/treatment program, step them down to a lower level of treatment, or transfer them to another facility.
2. Residential Case Manager contacts Family Service Worker to notify of decision to change youth's placement status.

Outputs/Deliverables:

- Recommendation for youth's release from treatment program

Task (FAC-140): CFTM: Case Planning/On-going Assessment (*same as JJ-100*)

Task Owner: Family Services Worker

Participants: Residential Case Manager, Family Service Worker, Team Leader, Treatment Team Members, Youth Services Officer, Youth/Family.

Inputs: Individual Program Plan and progress notes/information from treatment team members

Performance Metric: If youth is under a determinate sentence, a discharge date is identified. If youth is under an indeterminate sentence, determined whether youth can be released to home. If release to home is appropriate, all support service needs are identified. If release to home is not appropriate, then recommendations regarding a step-down program or other placement resource are made.

Performance Steps:

1. Family Service Worker schedules CFTM and notifies Treatment Team and youth/family of the meeting.
2. Meeting is convened and discharge plan is developed

Outputs/Deliverables:

- Discharge Plan

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Task (FAC-141): Step-down to lower level of placement? *(same as JJ-101)*

Task Owner: Family Service Worker

Participants: Residential Case Manager, Family Service Worker, Team Leader, Treatment Team Members, Youth Services Officer, Youth/Family.

Inputs: Individual Program Plan and progress notes/information from treatment team members

Performance Metric: Decision is made, based on progress on treatment plan, whether step-down to lower level of placement/treatment is appropriate for the youth.

Performance Steps:

1. CFTM members review progress reports and IPP.
2. Agree on decision as to whether step-down in treatment is appropriate.

Outputs/Deliverables:

- Step-down decision

Task (FAC-142): Placement Services Division locates placement *(same as JJ-102)*

Task Owner: Placement Services Division

Participants: Placement Services Division, Family Service Worker

Inputs: Recommendations from Release CFTM

Performance Metric: Step-down placement/treatment program identified for youth.

Performance Steps:

1. Family Service Worker contacts Placement Services Division to locate a step-down placement for youth. Information regarding youth's treatment progress and continued treatment needs is shared with PSD in order to assist them in identifying most appropriate placement setting.
2. Placement Services Division searches resource directory for placement match based on youth's characteristics/needs.
3. Placement Services Division locates available placement.
4. Once a placement resource has been identified for the youth, Placement Services Division will contact the placement resource and send available information about the youth to the resource.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



5. If placement resource accepts the youth, Contract/Service Agreement signed; new placement is authorized; previous placement is de-authorized.
6. FSW to repeat tasks JJ-094 – JJ-100.
7. If initial placement was not in a YDC, 'step-down' may involve stepping down from a DCS Group Home to a foster home or other community-based placement. In this case, no IPP's are developed. The Permanency Plan serves as the single plan for the youth.
8. ***Refer to the process map and document for Placement Services Division for details regarding the tasks/activity involved in the Placement Services Process.***

Outputs/Deliverables:

- Placement Authorization
 - Placement De-Authorization
-

Task (FAC-143): End placement at facility

Task Owner: Placement Services Division

Participants: PSD, Residential Case Manager, Family Service Worker

Inputs: Release from treatment program recommended by CFT/Treatment team; if step-down, new placement located by PSD.

Performance Steps:

1. Family Service Worker arranges for pick-up/transportation of youth.
 2. Residential Case manager completes documentation of youth's record and forwards all treatment information to new program.
 3. Placement services division de-authorizes placement at facility.
 4. Got to step FAC-050 at new facility **OR** go to step JJ-090.
-

Outputs/Deliverables:

- Completion of youth case record at facility
 - De-authorization of placement
-

Task (FAC-144): Prepare to release youth on release date

Task Owner: Residential Case Manager

Participants: Residential Case Manager, treatment team

Inputs: Release date for youth has been determined.

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Performance Steps:

1. Residential Case Manager and Treatment Team prepare youth for release on release date.
2. Residential Case Manager and Family Service Worker communicate to make pick-up/transportation arrangements.

Outputs/Deliverables:

- Transportation arrangements
-

Task (FAC-145): Residential Case Manager/Treatment Team prepare Release Summary

Task Owner: Residential Case Manager

Participants: Family Service Worker, Residential Case Manager, Treatment Team

Inputs: Recommendations from Release CFTM to release youth to home

Performance Metric: Required documentation to support the release of youth to home is completed in accordance with DCS Policy 12.1.

Performance Steps:

1. Release summary is prepared by Residential Case Manager/treatment team at youth's discharging placement facility in accordance with **DCS Policy 12.1**.
 - a. If the youth is in a youth development center or DCS group home, the Residential Case Manager must send form *CS-0130, Release to Home Placement* and the release treatment summary to the youth's Family Service Worker (Family Service Worker) sixty (60) days prior to the youth's trial home visit date or discharge from DCS supervision date.
 - b. If the youth is in a contract agency, the contract agency Family Service Worker will submit a release/treatment summary to the Family Service Worker sixty (60) days prior to the youth's trial home visit date or discharge from DCS supervision date. The summary shall be a comprehensive summary of the youth's entire stay in custody. The Family Service Worker will attach form *CS-0130, Release to Home Placement* and form *CS-0041, Notification of Proposed Release*.
2. Release Summary and other release documentation is sent to Family Service Worker. (*See JJ-107-108*)

Outputs/Deliverables:

- Release Summary
-
-

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Task (FAC-146): Court Approves Release? (Same as JJ-109)

Task Owner: Juvenile Court/Judge

Participants: Juvenile Court/Judge, Youth Services Officer, Family Service Worker

Inputs: Release Summary, Aftercare IPP, Discharge form.

Performance Metric: Juvenile Court/Judge has fifteen (15) days to object to the release or to schedule a hearing to review the release in court, in accordance with **DCS Policy 12.1**.

Performance Steps:

1. After receipt of the Release Summary, Aftercare IPP or Discharge form, Release to Home Placement form, and Notification of Proposed Home Placement form, Juvenile Court/Judge has 15 working days to enter an objection (denial) or schedule a hearing to review the release.
2. Juvenile Court/Judge notifies Family Service Worker within the 15 days of the approval/denial of the release or notifies of any scheduled hearing.
 - a. If no approval/denial received by the court within 15 days, then Family Service Worker can consider that the court has assented to the release to home placement.
3. Until a ruling has been made by the court, or until the 15 days has expired, youth will remain at treatment facility and continue working program plan.
4. If court approves release, or 15 days expire with no court objection to release, youth is released from facility; end youth record at facility.
5. If court denies release, youth remains at facility; return to task 100.

Outputs/Deliverables:

- Court approval/denial of Release to Home placement or assent via no objection.
 - Court hearing/review
-
-

JUVENILE JUSTICE & DCS FACILITIES

Process Description

Prepared by: DCS Office of Information Services



Process Owner Sign-Offs

Steve Hornsby, Deputy Commissioner, Juvenile Justice	Date
--	------

Ted Martinez, Executive Director, Juvenile Justice	Date
--	------